LSA Technology & Performing Arts College

SIMS Learning Gateway for Parents & Carers

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01 Introduction

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Introduction

All schools have a database in which student information is stored and this information is accessed through software called a Management Information System (MIS). The SIMS Learning Gateway (SLG) Parent site enables parents to access the SIMS school database over the Internet.

Note: This is a generic User Manual and therefore some of the screen shots etc may not appear identical to those on your screen. In addition, the display and appearance may change as part of the development of the system.

Prerequisites

In order to access the SLG Parent site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	MAC
Internet Explorer 7.x	✓	✗
Internet Explorer 6.x	✓	✗
Mozilla Firefox 3.x	✓	✓
Mozilla Firefox 2.x	✓	✓
Safari 3.x	✓	✓
Safari 2.x	✗	✓

Security

The data stored and exchanged by schools is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted Do not select the **Remember my password** check box when logging into the site, if the option is available on your system, because this would enable anyone with access to your computer to log into the site.

Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

Please also note it is recommended that any computer used to access the SLG has appropriate up-to-date security software, e.g. virus checking, firewalls etc.

02 Getting Started

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Logging into the SLG Parent Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of the SLG Parent site.
2. A login screen is displayed. Enter the login details that were provided to you by the school.

CAPITA
CHILDREN'S SERVICES
Security (show explanation)
This is a public or shared computer
This is a private computer
I want to change my password after logging on
Username:
hosted\firstname.secondname
Password:
Log On
© 2009 Capita Childrens Services. ISA2. Click Here if you have forgotten your password.
Click Here for the Service Status Blog

IMPORTANT NOTE: *Do not select the* ***Remember my password*** *check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.*

3. If this is the first time you have logged into the SLG Parent site, you may be asked to change your password. If this happens, please see *Changing Your Password* on page 6.

NOTE: If you have forgotten your password, please see Forgotten Your Password? *on page 7.*

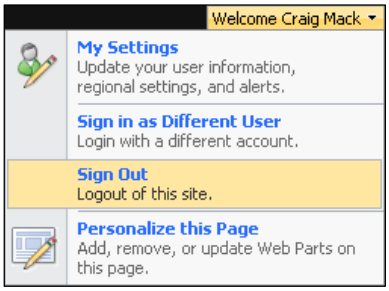
Introduction to the Home Page of the SLG Parent Site

When you log into the SLG Parent Site, the home page is displayed. The look and layout differs depending on how the school has configured the site but the names of the menus and the options available will be the same.

When you are logged into the SLG Parent site, the **SIMS Learning Gateway** menu in the left-hand navigation bar displays parent-specific links as shown in the image.

Log Out of the SLG Parent Site

1. Click on the **User Menu** (at the top of the page where it says `Welcome <your name>`).
2. Click **Sign Out**.
3. You are asked if you want to close the browser window. If you do, click the **Yes** button.


Welcome Craig Mack
My Settings
Update your user information, regional settings, and alerts.
Sign in as Different User
Login with a different account.
Sign Out
Logout of this site.
Personalize this Page
Add, remove, or update Web Parts on this page.

03 Managing Your User Account

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Changing Your Security Question and Answer **6**

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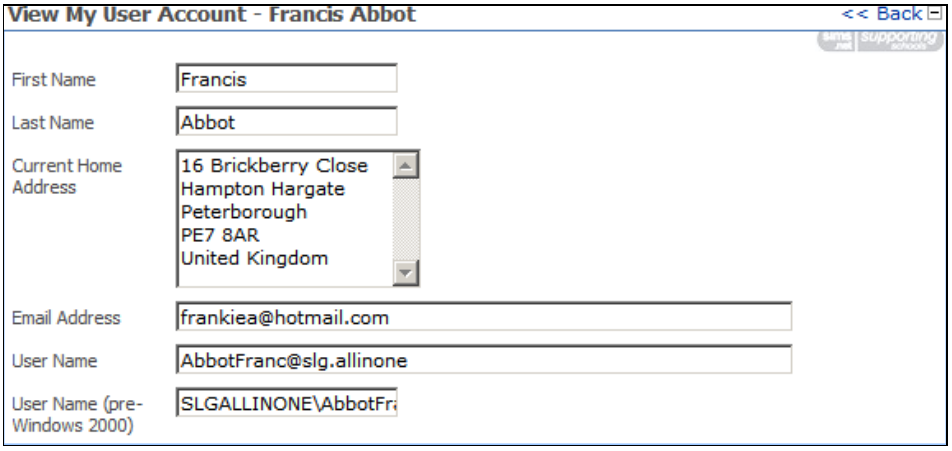
Introduction

Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. From here you can:

- view your personal details
- change your password
- change your security question and answer.

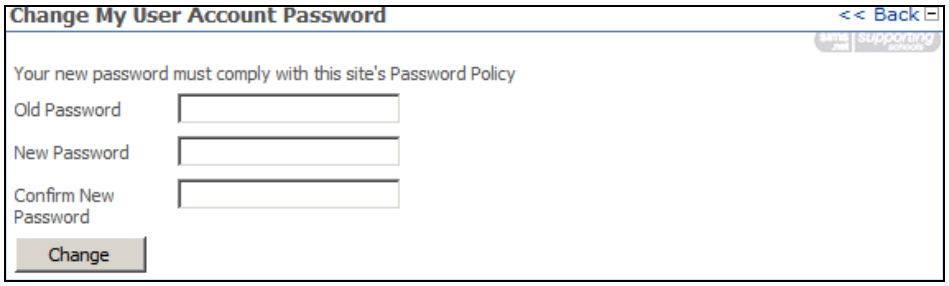
Viewing Your User Account Details

The **View My User Account** panel displays your details as stored by the system. If any of these details are incorrect, please contact the school.



Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**. Please ensure you enter it exactly as given paying careful attention to the different characters and symbols. If you have been provided the password via email then best option is to copy and paste it.



2. Enter your new password in the **New Password** and **Confirm New Password** fields.

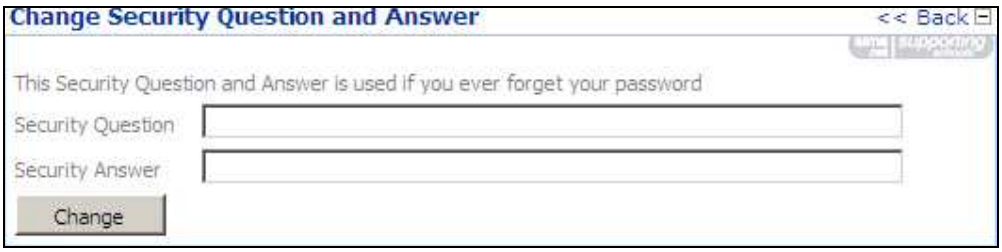
NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing Your Security Question and Answer

IMPORTANT NOTE: *If the school or Local Authority has set up the option to reset your password in case you have forgotten it, you must perform this procedure immediately after first logging into the site. Please see* Forgotten Your Password? *on page 7 for more information.*

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.


Change Security Question and Answer
<< Back
This Security Question and Answer is used if you ever forget your password
Security Question
Security Answer
Change

NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

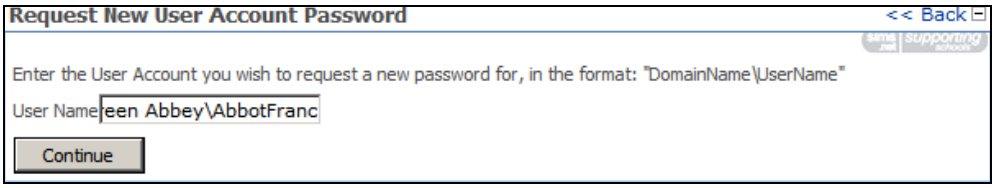
2. Enter the answer in the **Security Answer** field.

3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

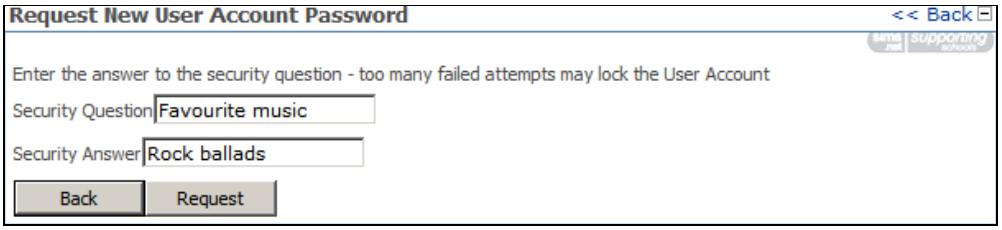
Forgotten Your Password?

The school may have made the **Request New User Account Password** feature available so that if you have forgotten your password, a new one can be emailed to you. If you have forgotten your password and this feature is not available, contact the school for assistance.

1. Using a web browser, enter the address provided by the school for resetting your password. The **Request New User Account Password** page is displayed.

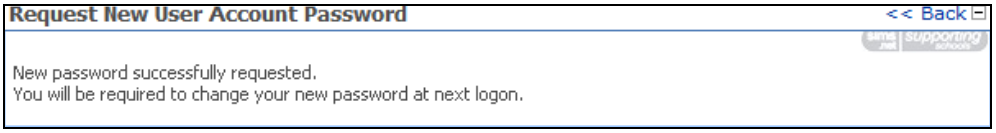

Request New User Account Password
<< Back
Enter the User Account you wish to request a new password for, in the format: "DomainName\UserName"
User Name een Abbey\AbbotFranc
Continue

2. Enter your **User Name** and click the **Continue** button.


Request New User Account Password
<< Back
Enter the answer to the security question - too many failed attempts may lock the User Account
Security Question Favourite music
Security Answer Rock ballads
Back
Request

3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

   If the password is requested successfully, the following message is displayed and your new password is emailed to you:


Request New User Account Password
<< Back
New password successfully requested.
You will be required to change your new password at next logon.

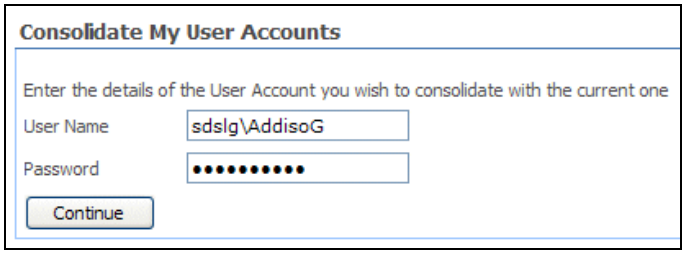
*NOTE: If your user account has no email address, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance**. Please note we cannot give passwords out over the phone.***

Consolidating SLG User Accounts

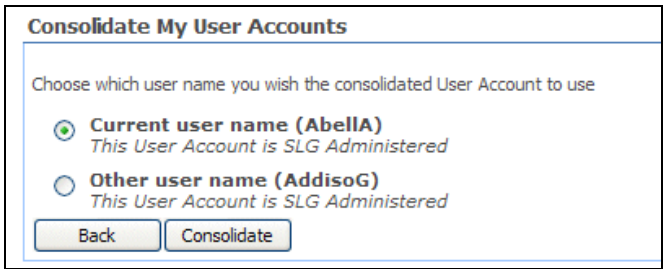
If you have more than one SLG account, these can be consolidated using the **Consolidate My User Accounts** panel, enabling you to view all your information from use a single username and password. For example:

- A teacher whose children who attend the school that they work in will have a teacher account and a parent account. These can be consolidated so that when the teacher logs into SLG, they can simultaneously access the Teacher and Parent sites.
- If the Local Authority hosts the SLG sites for all its schools, a parent whose children attend different schools can consolidate all their SLG accounts and access all their children's information from a single login.

1. In the **Consolidate My User Accounts** web part, enter the **User Name** and **Password** of the account you wish to consolidate with the account you are currently logged in with.


Consolidate My User Accounts
Enter the details of the User Account you wish to consolidate with the current one
User Name
sdslg\AddisoG
Password
Continue

2. Click the **Continue** button to display a list of user names that can be consolidated.


Consolidate My User Accounts
Choose which user name you wish the consolidated User Account to use
Current user name (AbellA)
This User Account is SLG Administered
Other user name (AddisoG)
This User Account is SLG Administered
Back
Consolidate

3. Select the user name radio button that you wish to use as the consolidated user account.
4. Click the **Consolidate** button. The accounts are now consolidated.

NOTES: Any documents you uploaded to SLG whilst logged into the current user account will still be accessible after consolidation. However, it will not be possible to edit or delete documents that you uploaded to SLG via your other accounts before consolidation.

04 Viewing Your Children's Information

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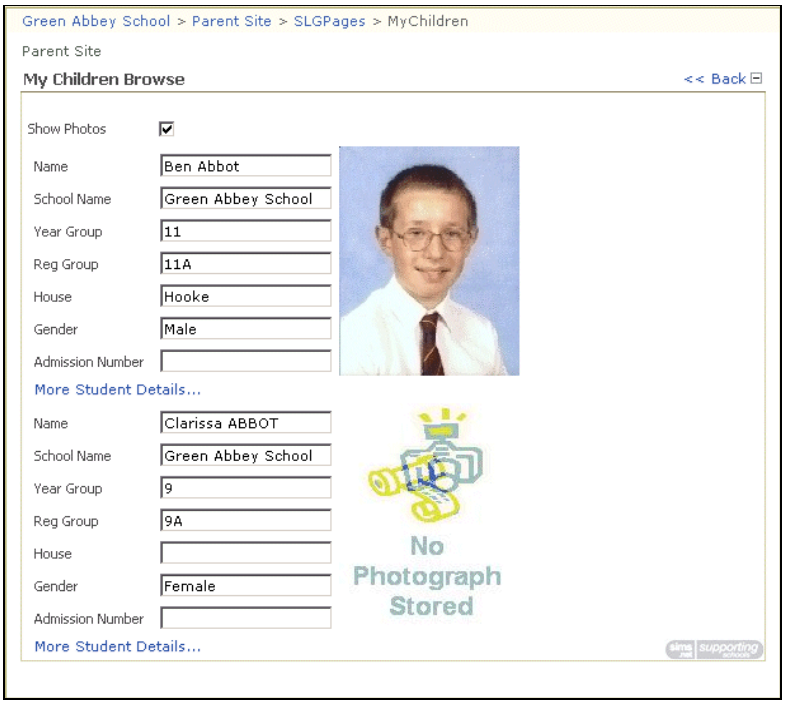
My Children Page

Click the **My Children Page** link to display the **My Children Browse** page.



The **My Children Browse** page displays basic information about your children who attend the school. Select the **Show Photos** check box to display their photo.

Click the **More Student Details** link to display more details about a child, as described in the *Student Summary Page* on page *10*.

Student Summary Page

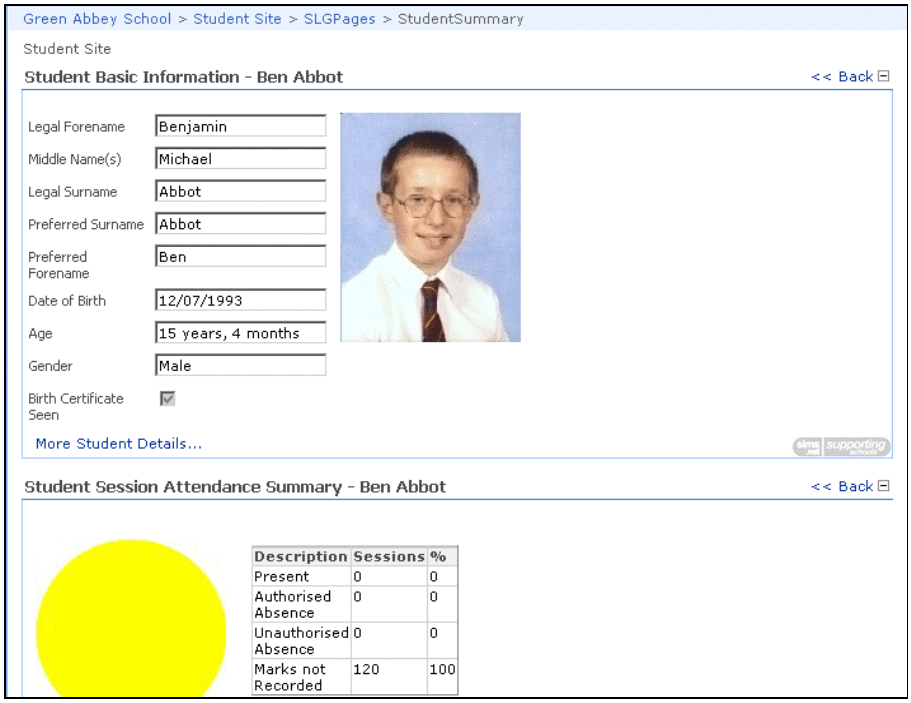
Click the **My Summary Page** to display the **Student Summary** page, which contains six panels:

- **Student Basic Information**
- **Student Session Attendance Summary**
- **Student Lesson Attendance Summary**
- **Student Conduct Summary**
- **Student Assessment Summary**
- **Student Classes**

The **Student Basic Information**, **Student Session Attendance Summary**, **Student Lesson Attendance Summary** and **Student Classes** panels provide links that when clicked, display detailed information about the child.

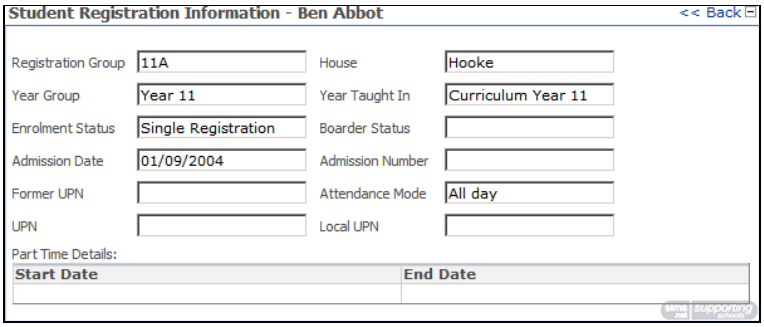
Student Basic Information

The **Student Basic Information** panel provides your child's basic details.

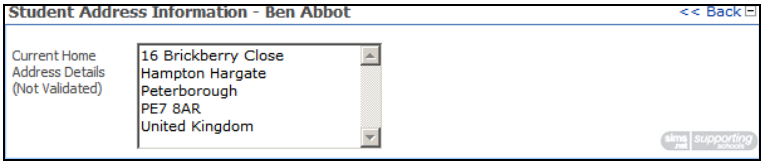


Click the **More Student Details** link to display the **Student Details** page, which contains eight further panels of information:

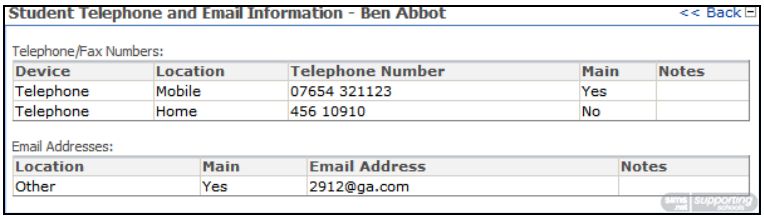
- **Student Registration Information**



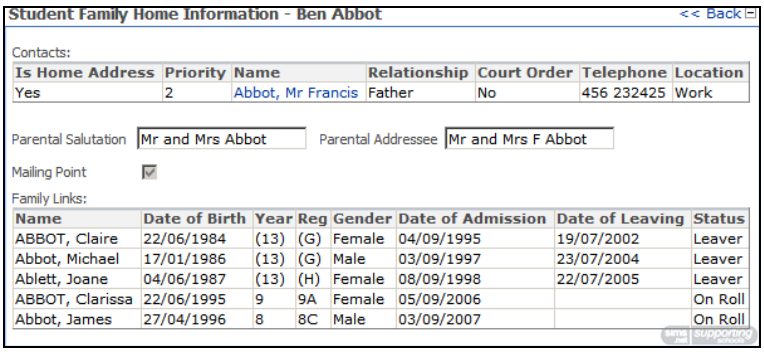
- **Student Address Information**



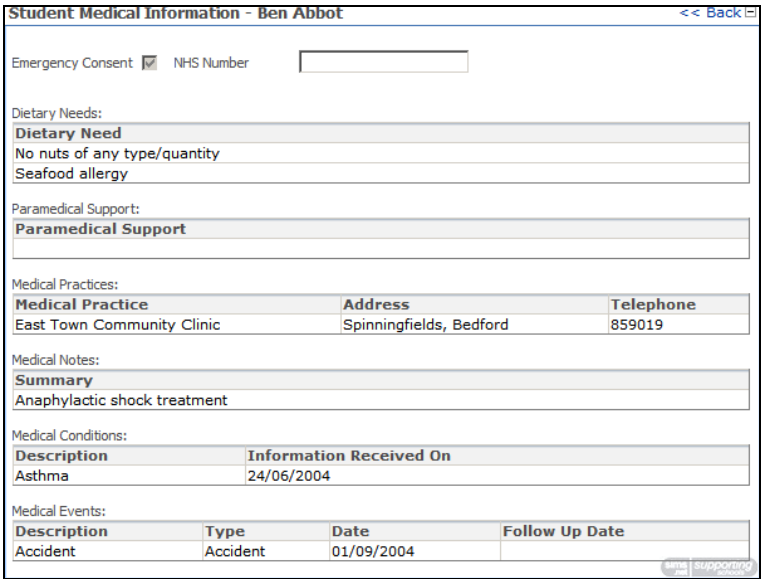
- **Student Telephone and Email Information**



- **Student Family Home Information**



- **Student Medical Information**



Student Medical Information - Ben Abbot << Back

Emergency Consent ☑ NHS Number

Dietary Needs:

Dietary Need
No nuts of any type/quantity
Seafood allergy

Paramedical Support:

Paramedical Support

Medical Practices:

Medical Practice	Address	Telephone
East Town Community Clinic	Spinningfields, Bedford	859019

Medical Notes:

Summary
Anaphylactic shock treatment

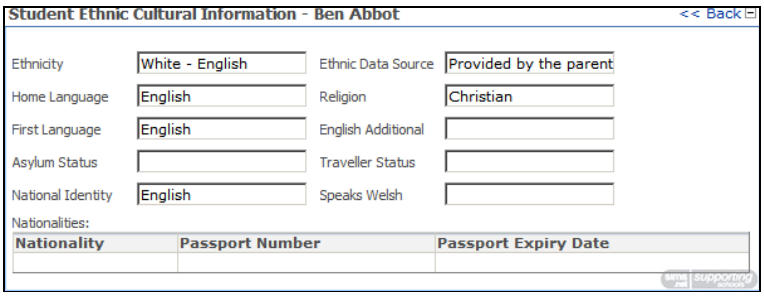
Medical Conditions:

Description	Information Received On
Asthma	24/06/2004

Medical Events:

Description	Type	Date	Follow Up Date
Accident	Accident	01/09/2004	

- **Student Ethnic Cultural Information**



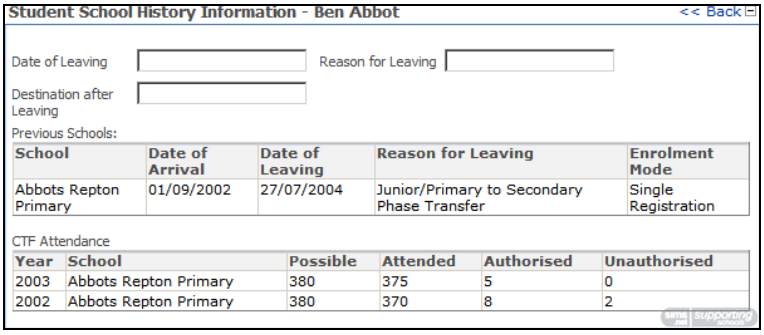
Student Ethnic Cultural Information - Ben Abbot << Back

Ethnicity	White - English	Ethnic Data Source	Provided by the parent
Home Language	English	Religion	Christian
First Language	English	English Additional	
Asylum Status		Traveller Status	
National Identity	English	Speaks Welsh	

Nationalities:

Nationality	Passport Number	Passport Expiry Date

- **Student School History Information**



Student School History Information - Ben Abbot << Back

Date of Leaving | Reason for Leaving

Destination after Leaving

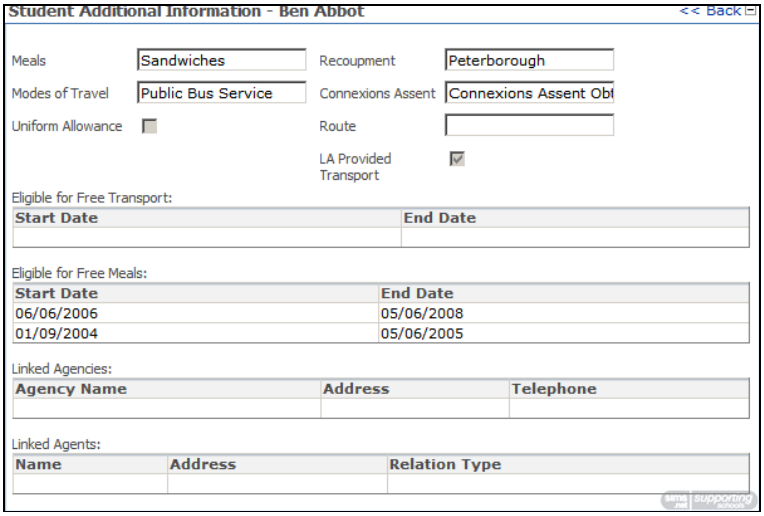
Previous Schools:

School	Date of Arrival	Date of Leaving	Reason for Leaving	Enrolment Mode
Abbots Repton Primary	01/09/2002	27/07/2004	Junior/Primary to Secondary Phase Transfer	Single Registration

CTF Attendance

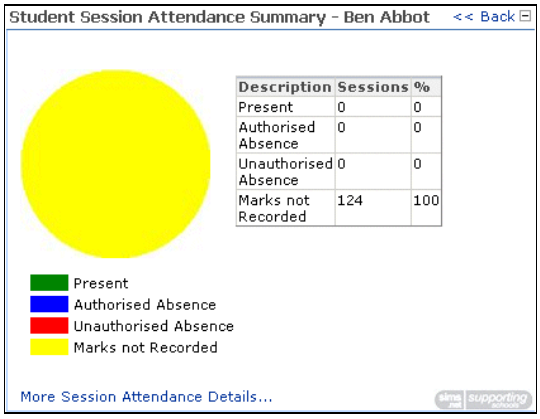
Year	School	Possible	Attended	Authorised	Unauthorised
2003	Abbots Repton Primary	380	375	5	0
2002	Abbots Repton Primary	380	370	8	2

- **Student Additional Information**

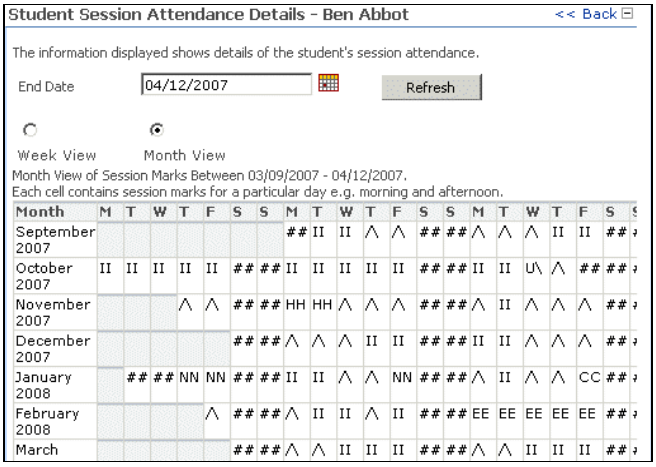


Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks keep a record of a child's presence at session registration.

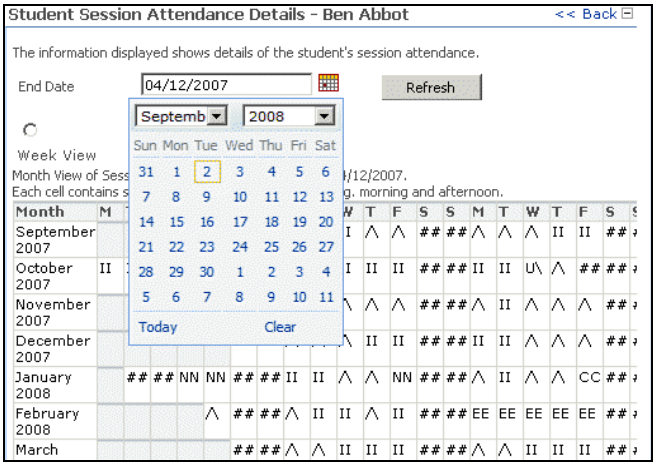


Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.


Student Session Attendance Details - Ben Abbot
<< Back
The information displayed shows details of the student's session attendance.
End Date
04/12/2007
Refresh
Week View
Month View
Month View of Session Marks Between 03/09/2007 - 04/12/2007.
Each cell contains session marks for a particular day e.g. morning and afternoon.

To view the session marks for another week or month:

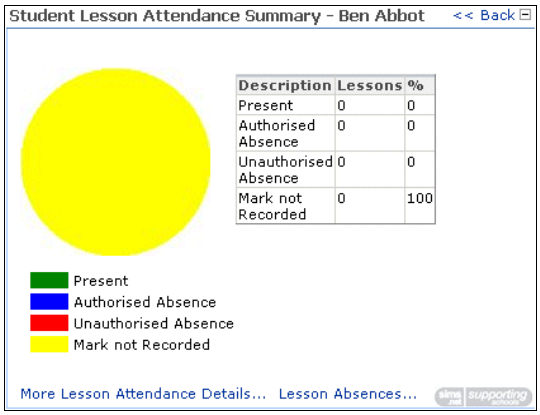
1. Click the **Open Date Picker** icon and select an **End Date**.



2. Select the **Week View** or **Month view** radio button.
3. Click the **Refresh** button to update the display.

Student Lesson Attendance

The **Student Lesson Attendance Summary** panel displays an analysis of lesson marks. Lesson attendance marks are used by secondary schools to keep a record of a child's attendance at each lesson.

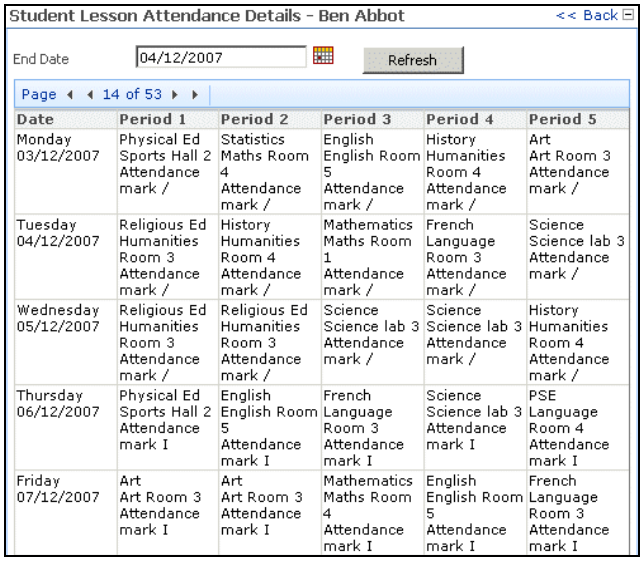


Click the **More Lesson Attendance Details** link or the **Lesson Absences** link to display the **Student Lesson Attendance Details** page, made up of two panels:

- **Student Lesson Attendance Details**
- **Student Lesson Absences**

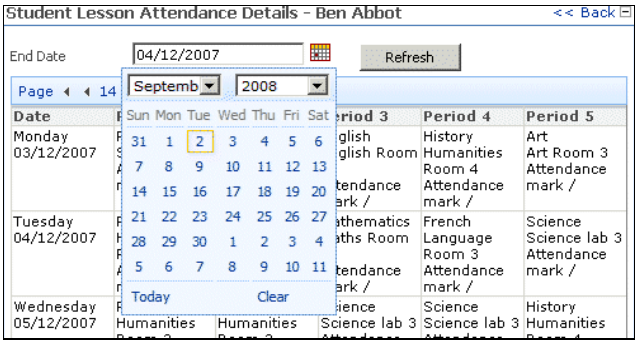
The **Student Lesson Attendance Details** panel displays your child's timetable, with the marks recorded in the register for each lesson. The **Lesson Codes** table describes what the various lesson marks mean.

You can move between pages by clicking the arrows in the **Page** bar.


Student Lesson Attendance Details - Ben Abbot
<< Back
End Date 04/12/2007
Refresh
Page 14 of 53
Date Period 1 Period 2 Period 3 Period 4 Period 5
Monday 03/12/2007 Physical Ed Sports Hall 2 Attendance mark / Statistics Maths Room 4 Attendance mark / English English Room 5 Attendance mark / History Humanities Room 4 Attendance mark / Art Art Room 3 Attendance mark /
Tuesday 04/12/2007 Religious Ed Humanities Room 3 Attendance mark / History Humanities Room 4 Attendance mark / Mathematics Maths Room 1 Attendance mark / French Language Room 3 Attendance mark / Science Science lab 3 Attendance mark /
Wednesday 05/12/2007 Religious Ed Humanities Room 3 Attendance mark / Religious Ed Humanities Room 3 Attendance mark / Science Science lab 3 Attendance mark / Science Science lab 3 Attendance mark / History Humanities Room 4 Attendance mark /
Thursday 06/12/2007 Physical Ed Sports Hall 2 Attendance mark I English English Room 5 Attendance mark I French Language Room 3 Attendance mark I Science Science lab 3 Attendance mark I PSE Language Room 4 Attendance mark I
Friday 07/12/2007 Art Art Room 3 Attendance mark I Art Art Room 3 Attendance mark I Mathematics Maths Room 4 Attendance mark I English English Room 5 Attendance mark I French Language Room 3 Attendance mark I

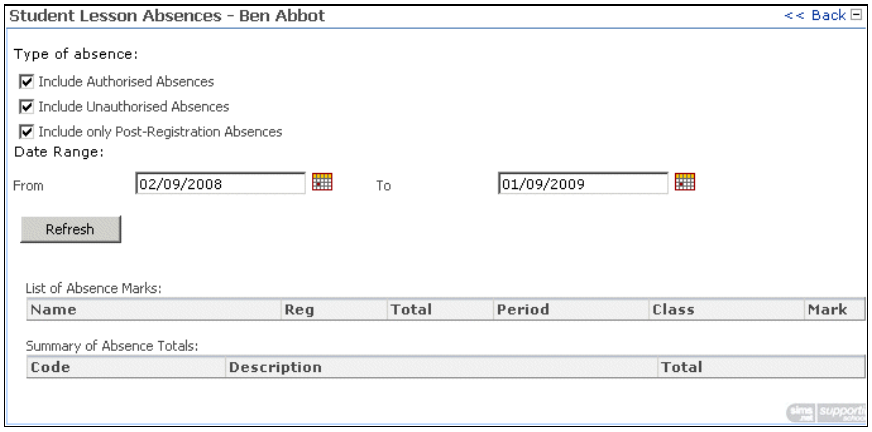
To view the timetable for another week:

1. Click the **Open Date Picker** icon and select an **End Date**.



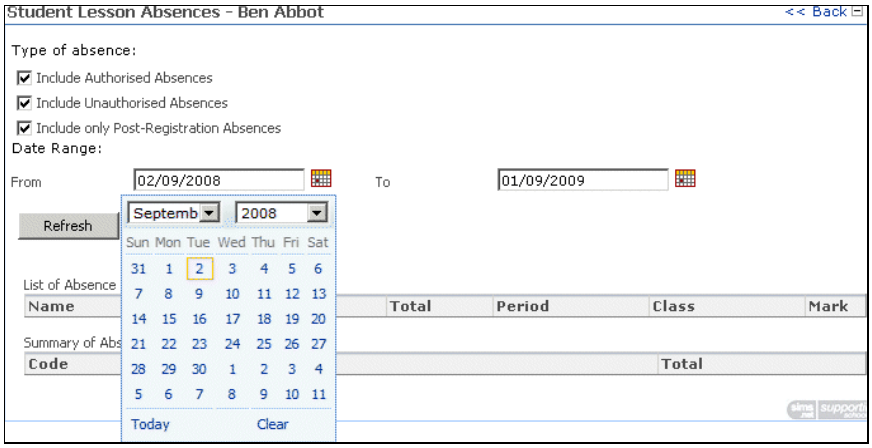
2. Click the **Refresh** button to update the display.

   The **Student Lesson Absences** panel provides a search for lesson absences in the current academic year (that can be narrowed by type of absence).

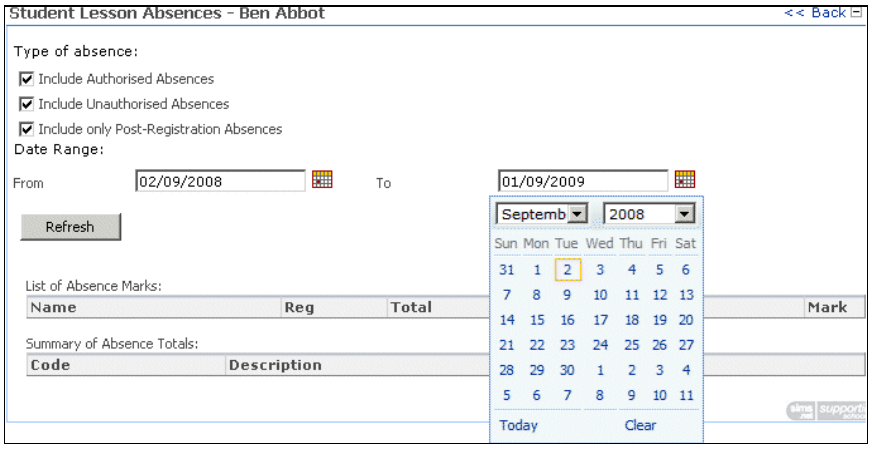


To view absences within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Open Date Picker** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view absences).



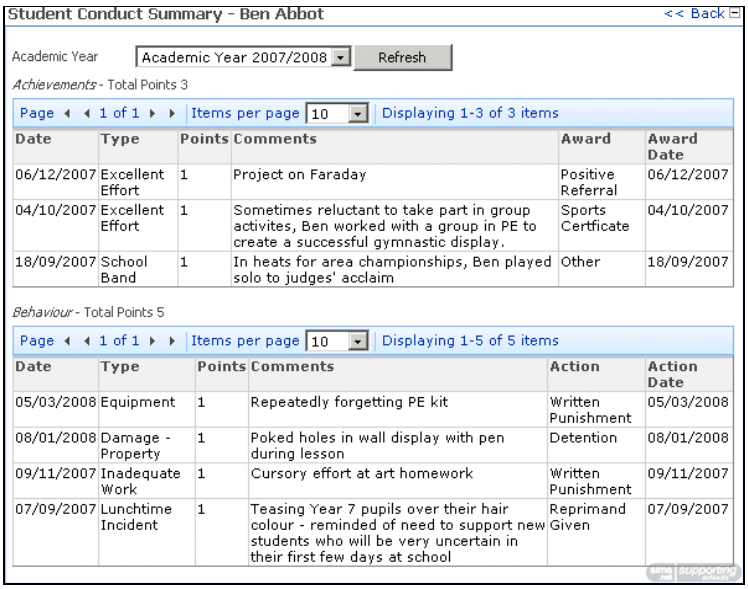
3. Click the **Open Date Picker** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view absences).



4. Click the **Refresh** button to update the display.

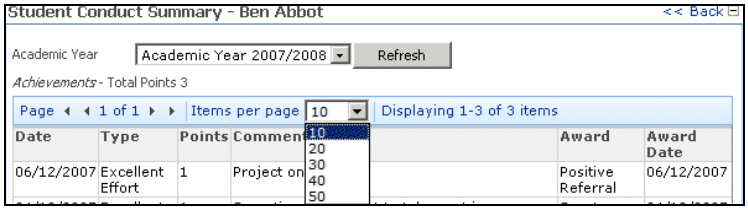
Student Conduct

The **Student Conduct Summary** provides a list of **Achievements** and **Behaviour** events for the selected **Academic Year**.


Student Conduct Summary - Ben Abbot
<< Back
Academic Year
Academic Year 2007/2008
Refresh
Achievements - Total Points 3
Page 1 of 1
Items per page 10
Displaying 1-3 of 3 items
Date | Type | Points | Comments | Award | Award Date
06/12/2007 | Excellent Effort | 1 | Project on Faraday | Positive Referral | 06/12/2007
04/10/2007 | Excellent Effort | 1 | Sometimes reluctant to take part in group activites, Ben worked with a group in PE to create a successful gymnastic display. | Sports Certficate | 04/10/2007
18/09/2007 | School Band | 1 | In heats for area championships, Ben played solo to judges' acclaim | Other | 18/09/2007
Behaviour - Total Points 5
Page 1 of 1
Items per page 10
Displaying 1-5 of 5 items
Date | Type | Points | Comments | Action | Action Date
05/03/2008 | Equipment | 1 | Repeatedly forgetting PE kit | Written Punishment | 05/03/2008
08/01/2008 | Damage - Property | 1 | Poked holes in wall display with pen during lesson | Detention | 08/01/2008
09/11/2007 | Inadequate Work | 1 | Cursory effort at art homework | Written Punishment | 09/11/2007
07/09/2007 | Lunchtime Incident | 1 | Teasing Year 7 pupils over their hair colour - reminded of need to support new students who will be very uncertain in their first few days at school | Reprimand Given | 07/09/2007

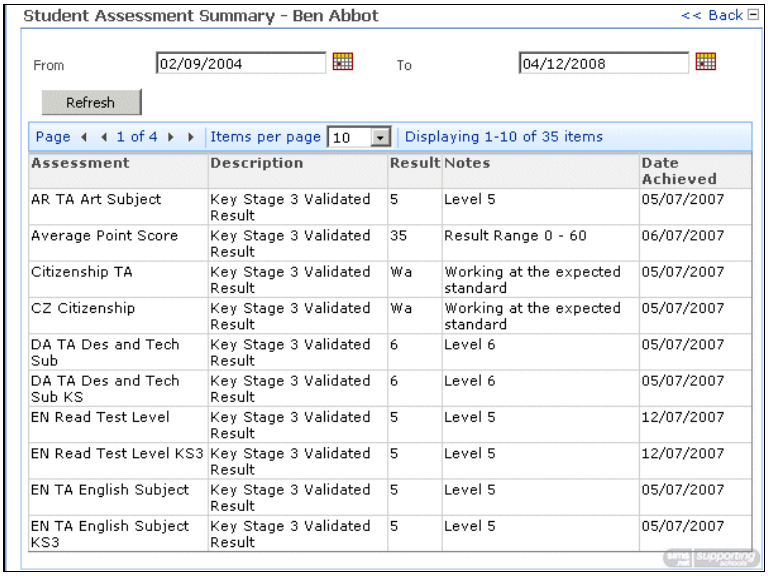
Select an **Academic Year** from the drop-down list and click the **Refresh** button to update the display. **Note: This info is only available from Sept 2009**

You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



Student Assessment

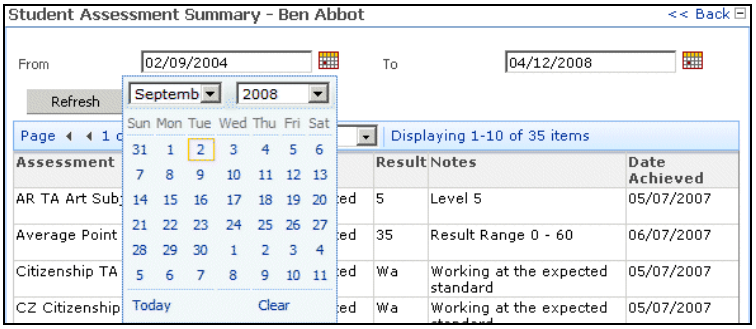
The **Student Assessment Summary** panel displays all of your child's assessment results for the date range provided in the **From** and **To** fields.



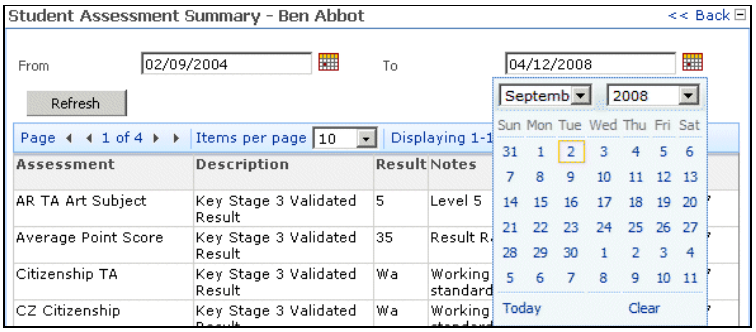
Assessment	Description	Result	Notes	Date Achieved
AR TA Art Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2007
Average Point Score	Key Stage 3 Validated Result	35	Result Range 0 - 60	06/07/2007
Citizenship TA	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2007
CZ Citizenship	Key Stage 3 Validated Result	Wa	Working at the expected standard	05/07/2007
DA TA Des and Tech Sub	Key Stage 3 Validated Result	6	Level 6	05/07/2007
DA TA Des and Tech Sub KS	Key Stage 3 Validated Result	6	Level 6	05/07/2007
EN Read Test Level	Key Stage 3 Validated Result	5	Level 5	12/07/2007
EN Read Test Level KS3	Key Stage 3 Validated Result	5	Level 5	12/07/2007
EN TA English Subject	Key Stage 3 Validated Result	5	Level 5	05/07/2007
EN TA English Subject KS3	Key Stage 3 Validated Result	5	Level 5	05/07/2007

To view assessment results within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Open Date Picker** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view assessment results).

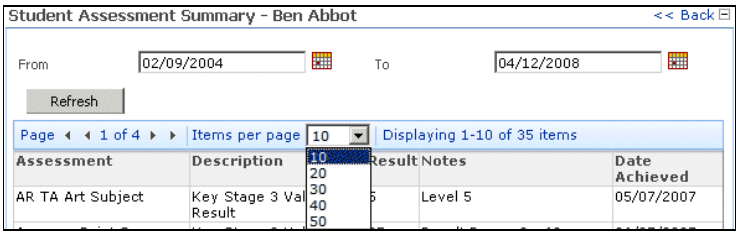


3. Click the **Open Date Picker** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view assessment results).



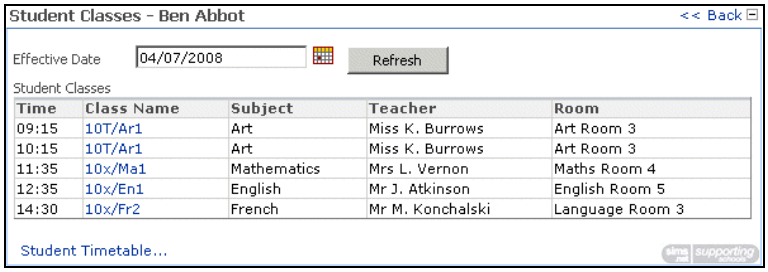
4. Click the **Refresh** button to update the display.

   You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



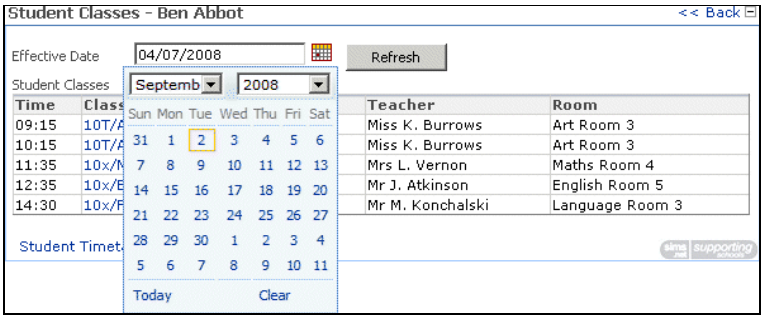
Student Classes

The **Student Classes** panel provides a list of classes for the selected **Effective Date** in a similar way to the **Classes** screen in SIMS. It also provides links to access the **Student Group Details** page and the **Student Timetable**.



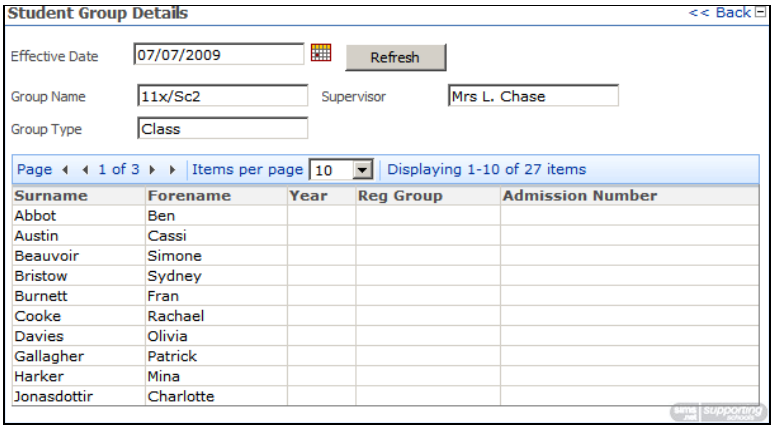
To select a date for the classes you wish to view:

1. Click the **Open Date Picker** icon adjacent to the **Effective Date** field and select a date



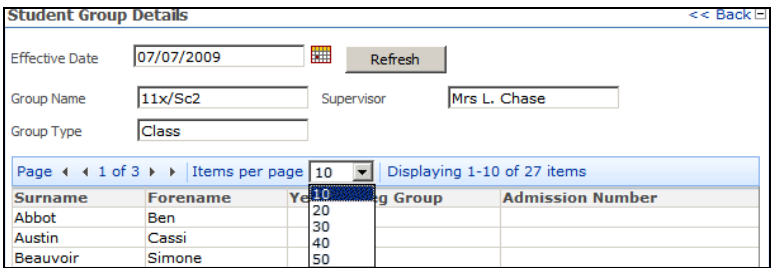
2. Click the **Refresh** button to update the display.

   To display the **Student Group Details** page, click on a link in the **Class Name** column.



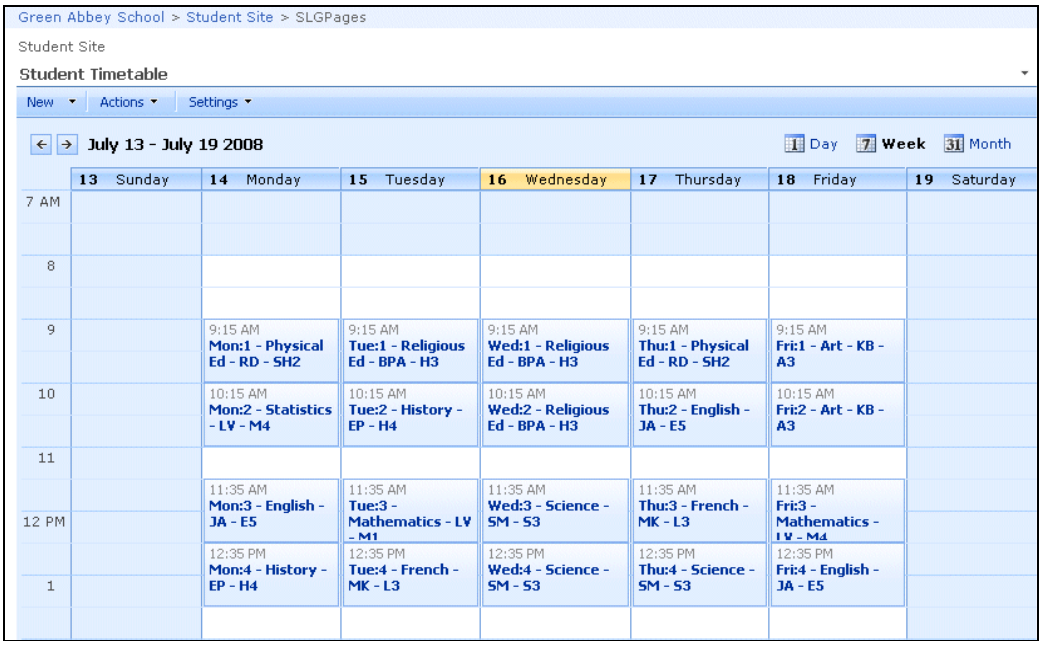
   The **Student Group Details** page displays the class **Supervisor** and a list of class members.

   You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



Student Timetable

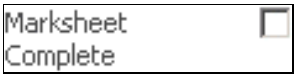
The **Student Timetable** page provides a calendar function containing the student's timetable. To change the view of the timetable, click the **Day**, **Week** or **Month** buttons. To change the date range being displayed, click the **Previous Week** and **Next Week** scroll buttons beside the date.


Green Abbey School > Student Site > SLGPages
Student Site
Student Timetable
New
Actions
Settings
July 13 - July 19 2008
Day
Week
Month
13 Sunday
14 Monday
15 Tuesday
16 Wednesday
17 Thursday
18 Friday
19 Saturday
7 AM
8
9
10
11
12 PM
1
9:15 AM Mon:1 - Physical Ed - RD - SH2
9:15 AM Tue:1 - Religious Ed - BPA - H3
9:15 AM Wed:1 - Religious Ed - BPA - H3
9:15 AM Thu:1 - Physical Ed - RD - SH2
9:15 AM Fri:1 - Art - KB - A3
10:15 AM Mon:2 - Statistics - LV - M4
10:15 AM Tue:2 - History - EP - H4
10:15 AM Wed:2 - Religious Ed - BPA - H3
10:15 AM Thu:2 - English - JA - E5
10:15 AM Fri:2 - Art - KB - A3
11:35 AM Mon:3 - English - JA - E5
11:35 AM Tue:3 - Mathematics - LV - M1
11:35 AM Wed:3 - Science - SM - S3
11:35 AM Thu:3 - French - MK - L3
11:35 AM Fri:3 - Mathematics - LV - M4
12:35 PM Mon:4 - History - EP - H4
12:35 PM Tue:4 - French - MK - L3
12:35 PM Wed:4 - Science - SM - S3
12:35 PM Thu:4 - Science - SM - S3
12:35 PM Fri:4 - English - JA - E5

G Glossary

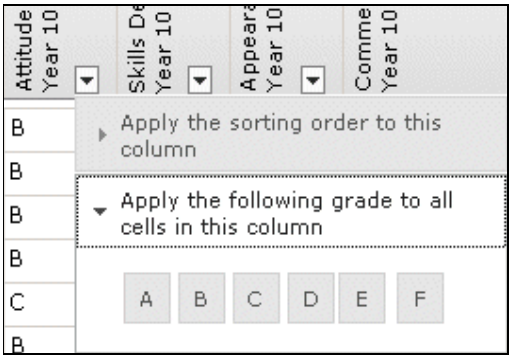
Check box

An on-screen equivalent to a tick box, which can be selected or deselected by clicking it. If there are several check boxes, you can select as many as you like.



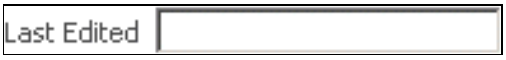
Drop-down menu

Like a field, but has an arrow beside it that you can click to display a menu of options. If there are a lot of options, there may also be a scroll bar so that you can move up and down the menu. Click a menu option to select it.



Field

A box into which you can enter information. Click in a field to activate the flashing cursor before you begin typing.



Radio button

Like a check box, but you can make only one selection at a time. You cannot select and deselect an individual radio button – they are designed to make you choose between the available options. Click a radio button to select it.

Scroll bar

If there is too much information to fit in a space, a scroll bar is provided. Click the arrows to display the hidden information.

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